



United States
Office of Personnel Management

FWS Job Grading Standard for Materials Examiner and Identifier

6912

TS-56, 3/90

**Workforce Compensation and Performance Service
Classification Programs Division
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WORK COVERED

This standard is used to grade nonsupervisory work involved in the identification, examination, classification, acceptance, and disposition of materials and equipment. Materials examiners and identifiers determine physical condition, adherence to product specifications, and equipment defects, utilizing shipping documents, contracts, catalogs, drawings, and related documents. The work setting is usually within a warehouse facility, primarily in a receiving or shipping area, or in a property reutilization and disposal facility.

WORK NOT COVERED

This standard does not cover work that primarily involves:

- Onsite examining of services, materials, and products that are processed, manufactured, or repaired by workers performing trade or craft work to determine that the physical and operating characteristics are within acceptable standards, specifications, or contractual requirements. (See [Job Grading Standard for Inspectors](#).)
- Collecting, analyzing, interpreting, and developing specialized information about equipment, based on practical knowledge, for purposes of developing or revising equipment maintenance programs and techniques. (See [Equipment Specialist Series, GS-1670](#).)
- Routing and expediting the movement of parts, end items, supplies, and material within production and repair facilities to meet priority needs. (See [Materials Expediter Series, 6910](#).)
- Planning, developing, or administering quality assurance programs supporting the development, acquisition, production, use, maintenance, storage, and supply of products required by Federal agencies. (See [Quality Assurance Series, GS-1910](#).)
- Receiving, storing, and assembling materials for storage or shipment. (See [Materials Handler Series, 6907](#), or [Tools and Parts Attendant Series, 6904](#).)
- Manual labor work limited to the loading, unloading, and opening of materials and containers, not requiring a knowledge of materials examination and product identification processes. (See [Laborer Series, 3502](#).)

TITLES

Jobs graded by this standard are to be titled *Materials Examiner and Identifier*.

GRADE LEVELS

This standard does not describe all possible grade levels for this occupation. If jobs differ substantially from the skills, knowledge, and other work requirements described for the jobs in the standard, they may be graded above or below these grades based on the application of sound job grading methods.

6912-5**MATERIALS EXAMINER AND IDENTIFIER****6912-5**

General: Grade 5 materials examiners and identifiers follow established procedures in receiving, checking, verifying, sorting, and classifying materials and equipment by stock numbers, size, classification, and condition. Work is usually performed either in a warehouse or property reutilization and disposal facility.

In a warehouse setting, materials examiners and identifiers receive, check, and visually and physically examine a variety of incoming material, equipment, parts, machinery, and commodities utilized, produced, or processed at the facility prior to acceptance into or removal from the system. They compare data relating to item characteristics, descriptions, conditions, and quantities against accompanying documents or computerized readouts and note discrepancies. They make initial classification determinations as to acceptance, rejection, and repair requirements by comparison with specific detailed criteria of acceptability such as go-no-go gauges, amount of surface corrosion, as well as determining overages or shortages. In the warehouse setting the duties include unpacking boxes, crates, and cartons which may contain specialized equipment, commodities, heavy equipment, or general use items from manufacturing sources, and returns from other installations. At this level, assignments are of limited complexity since the examiner specializes in a few varieties of products or the items examined are characterized by the following qualities: off-the-shelf products; items well marked by codes, name plates, serial numbers, or distinctive colors, shapes, and sizes; or materials of distinctive color, hardness, density, grain, or viscosity. They receive guidance from higher graded workers or supervisors in more difficult and borderline product quality determinations. Grade 5 materials examiners and identifiers in property reutilization and disposal facilities assist higher grade workers by receiving, separating, dismantling, sorting, and testing a variety of materials, equipment, metals, and durables to determine whether they are unacceptable for purposes intended. Workers at this level review documents to assure correct item identification, quantity, and condition, and report significant discrepancies to higher graded workers for resolution. They sort basic categories of metals and scrap items by determining readily identifiable characteristics such as weight, texture, color, and hardness. They may use torches, hammers, pliers, and other tools to demilitarize unserviceable equipment and materials, following detailed and established procedures.

Skill and Knowledge: Materials examiners and identifiers at the grade 5 level have knowledge of a limited range of parts and equipment, code numbers, printouts, material conditions, and stock numbering systems. For example, they recognize different general types of machine tools, office machines, electrical and electronic components, or medical supplies.

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In depots and supply centers, materials examiners and identifiers at the grade 5 level apply a general understanding of products, supply documentation, and coding practices in order to compare identifying data with basic material and equipment shipped to determine obvious shipping discrepancies such as improper codes or descriptions, visible damage, quantity shortages, and assigned coding for further processing, acceptance, or rejection. They apply basic manual skills when using hammers, screwdrivers, pliers, and other hand tools to unpackage or disassemble equipment.

In property utilization and disposal facilities, they are able to recognize a limited number of basic metals such as copper, steel, stainless steel, aluminum, and bronze. They are able to compare identifying data such as article stock numbers, condition coding, and material identification plates with basic material and equipment and assign coding for further processing, acceptance, rejection, or dismantling. They apply a basic knowledge of magnetic, spark, and chemical tests to test metal components of unusable equipment for salvage purposes. In order to separate equipment components prior to testing, they have some practical knowledge of electronic and mechanical devices in order to be able to extract components of value such as a serviceable radio from an unusable field communications shelter or precious metals from computer mainframes.

Responsibility: Materials examiners and identifiers, grade 5, examine, process, and classify a limited variety of common, easily recognized equipment, materials, and commodities. They follow established standard procedures for the receipt, identification, examination, processing, and disposition of materials and equipment, and receive assistance from the supervisor or higher level workers in borderline condition determinations. They may assist higher graded workers in more difficult assignments, working under close direction and review in the handling of exposed hazardous materials, and in complex material salvage operations. Materials examiners at the grade 5 level are responsible for the safe and proper operation of machinery and tools used in observing all required operating and safety criteria in regard to the operation of forklifts and related equipment.

Physical Effort: Materials examiners and identifiers, grade 5, perform moderate to heavy lifting when moving material by hand or handtruck. They walk and stand for prolonged periods of time. The work requires bending, stooping, and pushing and pulling heavy material along conveyor lines.

Working Conditions: Work is performed inside in a warehouse environment and outside in containment areas on a year round basis. Examiners may be subject to cuts, bruises, abrasions, and scrapes in moving or handling materials and equipment and are subject to hazards involved in working in proximity to moving equipment such as forklifts, trucks, cranes, and conveyor lines. When handling hazardous materials, protective equipment is provided.

6912-6**MATERIALS EXAMINER AND IDENTIFIER****6912-6**

General: Unlike the grade 5 materials examiners and identifiers who examine and identify limited types and a narrow variety of materials and equipment, grade 6 materials examiners and identifiers receive, examine, identify, and verify a wide variety of materials, complete equipment items, technical components, parts, and commodities either in a warehouse or at a property reutilization and disposal facility.

When working in depot receiving and shipping facilities, grade 6 examiners identify materials and equipment such as electronic equipment and automotive assemblies. They assign receiving classifications, and compare contract documents and bills of lading against materials received using reference manuals, remote computer terminals, microfiche files, bar code identifiers, printouts, and equipment specifications to verify the accuracy of receiving and shipping documents with actual type, quantity, and quality of materials or equipment being processed. Their duties include examining items to determine characteristics and verify item measurements, disassembling equipment as required for appropriate examinations, and making positive identifications using technical manuals, working drawings, and blue prints. Where product discrepancies are identified, they prepare itemized discrepancy reports for action by depot or supply center product and item specialists.

Examiners at this level, when working in a property reutilization and disposal facility, receive, examine, and determine the condition and disposition of a wide variety of military and commercial materials, items, and equipment such as electronic systems, computer parts, civilian and combat vehicles and aircraft parts. They use established procedures to search catalogs, technical orders, manuals, and specification documents and apply specialized product and equipment knowledge to identify specific types of equipment and materials. In instances where the product or equipment identification is erroneous or missing, grade 6 examiners determine correct item identification, classification, and usage category. They determine property disposition by identifying completeness of items and missing components, evaluating repair requirements and assigning appropriate condition coding.

Employees in both areas may operate forklifts, carryalls, pickup trucks, and other vehicles.

Skill and Knowledge: Unlike materials examiners at the grade 5 level who have knowledge of a limited number of parts, equipment, and procedures, grade 6 materials examiners and identifiers are familiar with a wide range of materials and equipment as well as numerous procedures, supply catalogs, technical manuals, and equipment drawings required for product and equipment verification.

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In addition, they have an indepth knowledge of depot warehousing or property reutilization and disposal procedures and plans. In depots and supply centers, they are able to interpret complex equipment and subjective materials specifications when examining, identifying, and verifying incoming and outgoing materials such as aircraft engine assemblies and transmitter and radio assemblies at points of warehouse receipt or shipment. They are able to use measuring devices such as calipers, depth, thread, and wire gauges to determine adherence to contract specifications.

In property reutilization and disposal facilities, examiners and identifiers at this level are able to detect hidden defects, rust, defective equipment seals, and missing parts in mechanical or electronic systems or examine transmitter or radio parts to make classification dispositions as to salvage, technical review, return to generator, storage, reutilization, etc. These dispositions are based on visual examination. They are able to disassemble equipment where necessary and identify and process many items requiring special handling such as strategic and precious metals, hazardous materials, and electronic equipment by performing chemical tests, employing appropriate safety procedures, and testing electronic equipment. Grade 6 examiners use their knowledge of demilitarization procedures to determine item and material sensitivity and to safeguard critical material until disposition. They are able to recognize a large number of regularly handled parts and components such as those from aircraft engine assemblies, computers, and other items to visually identify both obvious and subtle defects such as damaged mechanical assemblies and defective seals and solders. They are able to use a wide variety of tools such as hammers, wrenches, screwdrivers, and cutting torches to disassemble equipment as necessary for component identification, serviceability determination, and demilitarization.

Responsibility: Unlike Grade 5 materials examiners and identifiers who process a limited variety of easily recognized materials, grade 6 examiners use knowledge of a wide variety of commodities, materials, equipment, and parts to assess and determine discrepancies such as improperly soldered or poorly welded connections, missing components, excessive metal corrosion, and improperly labeled equipment such as worn parts shipped as new or stitching flaws in textile materials. Grade 6 examiners independently determine the accuracy of factual information accompanying the materials and equipment being processed. They receive general supervision consisting of work assignments, oral or written instructions, and assistance on unusual problems. Work is performed in compliance with directly applicable operating procedures. Grade 6 examiners have rejection/acceptance authority for most materials handled. They may consult with higher graded workers or product specialists where subtle discrepancies, such as apparently missing components or unusual welding fusions, require more specialized product or equipment knowledge. Work is spot checked for completeness and compliance with procedures and instructions.

Physical Effort: The same as that described at [grade 5](#).

Working Conditions: The same as those described at [grade 5](#).

6912-7**MATERIALS EXAMINER AND IDENTIFIER****6912-7**

General: Unlike grade 6 examiners who make final determinations on acceptance or rejection of standardized equipment and materials problems and obvious defects, examiners at this level independently perform the full range of examining and identifying duties for the most complex categories of materials and equipment, such as those which are toxic, radioactive, perishable, classified, precious/strategic metals, or complex electronic or mechanical equipment, assemblies, and components. They also perform complex searches of shipping and storage records, equipment specifications, and manufacturer manuals as required for item/equipment identification and advise lower graded workers on specialized procedures. Grade 7 examiners have authority to accept or reject materials, equipment, and complex assemblies for the facility based on their knowledge of products, equipment, and procedures as well as ability to determine subtle and inconspicuous defects.

In depots and supply centers, duties and responsibilities at this level exceed those of the grade 6 level in variety, delegated authority, and item complexity, allowing them to handle and independently accept or reject items such as complex electronic and mechanical equipment, assemblies, and components, and hazardous materials such as explosives, toxic chemicals and flammables, gas cylinders, and classified and high value equipment. They are considered authoritative in examining and determining the condition, handling, and packaging of complex items received on a regular basis, for example complex assemblies such as communications equipment and jet engine parts, gas cylinders, and other items requiring special documentation processes, safety procedures, and special handling. They may also examine clothing and textiles requiring sensory judgments as well as subjective measurements. They may find the packaging or preservation inadequate and have it corrected. They often deal with a wide range of installation personnel including quality assurance, production control, maintenance, equipment specialists, and safety representatives in order to make acceptance, rejection, and reutilization decisions on borderline equipment or material condition.

In contrast to grade 6 examiners, materials examiners and identifiers at this level compare contracts, complex or subjective specifications, such as tech orders, catalog drawings, and computerized or microfiche data to verify agreement with the specified quantities and the physical and mechanical condition of the most complex materials and equipment upon receipt, while in storage, and when prepared for shipment. They handle damaged and unidentified shipments requiring repair or return to the supplier in accordance with established procedures. Grade 7 examiners use precision measuring tools, such as calipers, micrometers, and multimeters to examine electronic, industrial, construction, and other equipment and materials to determine improper assembly, repair needs, and potential equipment malfunctions.

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In property reutilization and disposal facilities, grade 7 materials examiners and identifiers serve as an authoritative source on demilitarization requirements and precious metal recovery, and perform the most complex disposal tasks, such as those required in dealing with reuse, salvage, and sales preparation of a wide variety of complex items and materials. At this grade level, their product acceptance/rejection searches include using catalogs, blueprints, schematics, technical orders, and product specification data. They perform chemical testing in recovery facilities in the salvaging and extraction of precious/strategic metals such as gold, tungsten, cobalt, silver, and molybdenum. The grade 7 examiners oversee the special handling of toxic and hazardous materials in accordance with formal training procedures as well as specialized product knowledge.

Skills and Knowledge: At the grade 7 level, examiners must have a thorough knowledge of the techniques and equipment used in the examination and classification of standard, unusual, and highly specialized items. Unlike the grade 6 examiners who are knowledgeable of a wide range of standard items, they are able to assess independently the condition of highly specialized and complex materials and equipment in order to determine proper disposition. In depots and supply centers, after examination, examiners at this level may refer equipment to an item manager due to parts missing; return an item to the vendor when improperly sent; or refer an item to quality assurance or maintenance personnel due to an observed defect. In a property reutilization and disposal facility they determine disposition of specialized strategic equipment, materials, and components which can include sensitive weapons systems along with equipment containing precious metals or hazardous materials (radioactive, etc.). They are able to conduct comprehensive searches of manufacturers catalogs, tech orders, schematics, and computerized data, to identify unique and specialized items or those which lack proper identification or documentation.

Grade 7 examiners in depots and supply centers are able to use technical specifications, vendor contracts, and product schematics to examine and compare size, condition, coding, stock numbers, and functional operation of items shipped against accompanying shipping documents. They are able to prepare all necessary reports outlining the basis for their coding classifications and cost of repair estimates. They are knowledgeable of special handling techniques and procedures required for the processing of hazardous and toxic materials, industrial plant equipment, strategic and precious metals, and other sensitive items.

In property reutilization and disposal facilities, they are able to perform chemical, magnetic, and spark tests as required to determine metallic composition of precious, semiprecious, and strategic metals which may contain elements of tungsten, cobalt, molybdenum, gold, or silver within equipment such as computers, circuit boards, weapons systems, modules, and various communication devices. Also, in such facilities, examiners use their indepth knowledge of demilitarization and reutilization procedures to properly remove sensitive military components from equipment prior to resale, reuse, or destruction or to carefully plan the dismantling of items when there may be danger from gases or other toxic substances.

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Responsibility: Unlike the grade 6 examiners, examiners at this level perform work with a high degree of independence and a minimum of supervision. They are responsible for independent decisions relating to material and equipment disposition such as determining the acceptability of complex mechanical systems by examining components or working parts of equipment. They independently assign coding classifications to the most complex components, items, and equipment and are responsible for insuring all safety procedures and requirements are followed when handling hazardous, explosive, and toxic materials. Unlike the grade 6 examiners, they are delegated authority to make final determinations on acceptability on behalf of the facility for all classes of material and equipment handled, such as aircraft parts, electronic equipment, and automotive and mechanical components and assemblies. In property reutilization facilities, they independently implement all demilitarization procedures for surplus equipment prior to sales, salvage, or disposal. They have responsibility for independently handling hazardous materials and insuring that safety standards and requirements are maintained.

Physical Effort: The same as described at [grade 5](#).

Working Conditions: The same as described at [grade 5](#).